# Church Finance Starter Checklist (Fillable)

Roma Financial Services | Please complete before your consultation.

## A) Church Profile

**Church name:**

**City/State:**

**Primary contact name:**

**Email:**

**Phone:**

**Fiscal year-end (MM/DD):**

**Average monthly giving:**

**Number of bank accounts:**

**Accounting system (QBO/QBD/Xero/Other):**

## B) Core Finance Setup

- ☐ Written finance policies (cash handling, approvals).
- ☐ Separate duties for counting/depositing/recording.
- ☐ Approved annual budget.
- ☐ Restricted/designated fund tracking (missions, building, etc.).
- ☐ Chart of accounts structured for ministry reporting.
- ☐ Monthly financial statements reviewed by leadership.
- ☐ Donor giving statements issued annually.

## C) Items to Provide

- ☐ Last 12 months bank statements (or from start date).
- ☐ Any existing budget or prior-year budget.
- ☐ Donation platform reports (Tithe.ly, Pushpay, Givelify, etc.).
- ☐ Payroll reports (clergy/staff) and contractor payments (if any).
- ☐ List of designated/restricted funds and current balances (if known).
- ☐ List of major vendors/recurring bills and due dates.

## D) Current Challenges

- ☐ Need cleaner monthly close and reconciliations.
- ☐ Unsure how to track restricted funds correctly.
- ☐ Need budget vs actual reporting for leadership.

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- [ ] Need better internal controls and approval workflow.
- [ ] Need help preparing for audit/grant requirements.
- [ ] Need help with year-end giving statements and reporting.

## E) Notes

**After completing, book your Free Consultation at RomaFinancials.com.**

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## Acknowledgment

☐ I acknowledge this checklist is proprietary to Roma Financial Services and I will not distribute, copy, or modify it without written permission.

**Name:** ____________________ **Date:** ____________________

**Company:** ____________________

**Signature (typed):** ____________________